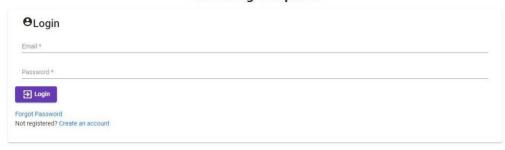
## **INSTRUCTIONS FOR CITIZENS AIR COMPLAINTS**

All questions are required to be answered in English. Before filing the complaint form it is important to read the FAQs (frequently asked questions) that can be found on the home page.

# Login Page Screenshot:



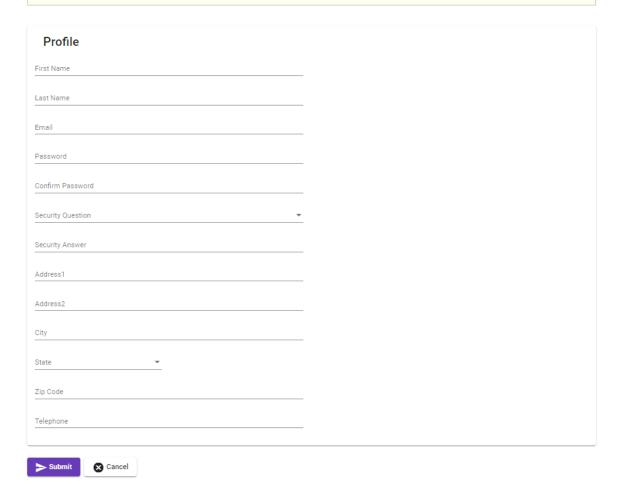


#### 1 PLEASE LOGIN OR CREATE AN ACCOUNT

- 2 Login
- 3 Email
- 4 Password
- 5 Login
- 6 Forgot Password
- 7 Not registered? Create an account

# Registration Screenshot:

Password policy: password must be at least 8 characters, with at least one upper case letter, lower case letter, number, and special character. Remember Security Answer for future password retrieval.



# **Registration:**

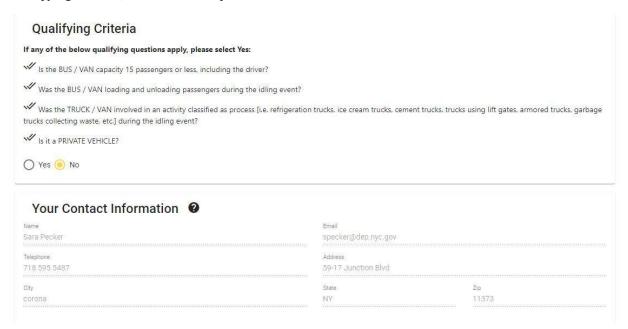
8 Password policy: password must be at least 8 characters, with at least one upper case letter, lower case letter, number, and special character. Remember Security Answer for future password retrieval.

### 9 Profile

- 10 First Name
- 11 Last Name
- 12 Email
- 13 Password
- 14 Confirm Password
- 15 Security Question CHOOSE ONE

- A What was the name of your first pet?
- B What is the name of the street you lived on in 2010?
- C What is the name of your favorite teacher?
- D What is your favorite brother-in-law's first name?
- E What is your favorite car make and model?
- 16 Security Answer
- 17 Address1
- 18 Address2
- 19 City
- 20 State
- 21 Zip Code
- 22 Telephone
- 23 Submit
- 24 Cancel

## **Qualifying Criteria/Your Contact Information Screenshot:**



## 25 Qualifying Criteria

## 26 If any of the below qualifying questions apply, please select Yes:

27 Is the BUS / VAN capacity 15 passengers or less, including the driver?

28 Was the BUS / VAN loading and unloading passengers during the idling event?

29 Was the TRUCK / VAN involved in an activity classified as process [i.e. refrigeration trucks, ice cream trucks, cement trucks, trucks using lift gates, armored trucks, garbage trucks collecting waste, etc.] during the idling event?

30 Is it a PRIVATE VEHICLE?

31 Yes

32 No

33 We are sorry. Your submission can not be accepted by DEP. This idling complaint is not consistent with the requirements listed in Section 23-163 of the New York City Administrative Code. Thank you for participating in this effort to improve NYC's air quality.

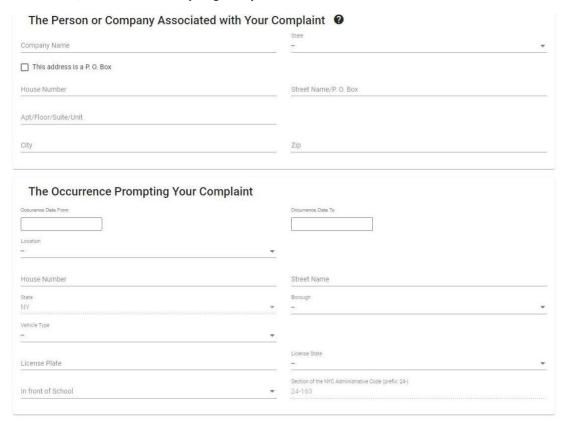
#### **34 Your Contact Information**

35 Name

36 Email

- 37 Telephone
- 38 Address
- 39 City
- 40 State
- 41 Zip

# Person Associated/Occurrence Prompting Complaint Screenshot:



# 42 The Person or Company Associated with Your Complaint

- 43 Company Name
- 44 State
- 45 This address is a P. O. Box
- 46 House Number
- 47 Street Name/P. O. Box
- 48 Apt/Floor/Suite/Unit
- 49 City
- 50 Zip

# **51 The Occurrence Prompting Your Complaint**

- 52 Occurrence Date From
- 53 Occurrence Date To
- 54 Location

55 Location of the vehicle where it was idling for longer than 3 minutes, or longer than 1 minute (if adjacent to a school) **CHOOSE ONE** Between In front of Intersection 56 House Number 57 Street Name 58 State 59 Borough 60 Vehicle Type CHOOSE ONE 61 BUS 62 TRUCK 63 VAN 64 License Plate **REQUIRED** 65 License State 66 In front of School 67 Yes 68 No

Section of the NYC Administrative Code

24-163

## Describe Complaint/Acknowledgement Screenshot:

# Describe the Complaint Please describe the complaint in the space here. Acknowledgement I am the person who took the video, and witnessed and/or observed the alleged violation of Section 24-163. Pursuant to Section 24-182 of the Administrative Code of the City of New York, I affirm that I have read and adhered to all the requirements that are contained in this Section. I further affirm that all statements on this form are true and accurate and that I understand false statements are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.

## **69 Describe the Complaint**

70 Please describe the complaint in the space here.

# 71 Acknowledgement

**72** I am the person who took the video, and witnessed and/or observed the alleged violation of Section 24-163. Pursuant to Section 24-182 of the Administrative Code of the City of New York, I affirm that I have read and adhered to all the requirements that are contained in this Section.

I further affirm that all statements on this form are true and accurate and that I understand false statements are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.